**Active Transportation Planning**

**2020 Final Report Form**

Please complete and return this form **within 30 days of project completion**. All questions are required to be answered by typing directly into this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 952-9177.

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| **SECTION 1: Applicant Information** | **AP-** *(for administrative use only)* |
| Name of Local Government: | Date of Report: |
| Contact Person: | Position: |
| Phone: | E-mail: |

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| **SECTION 2: Project Information** |
| * + - 1. **Project Information.**       2. Project Title:       3. Project start and end dates. Start:       End:       4. Total project cost: $0.00       5. Did you receive funding from any other sources? If yes, please describe. |
| * + - 1. **Brief Summary of Activities.** Please provide a summary of the activities that were undertaken including main accomplishments, promising practices, and lessons learned.     *Please note responses in this section may be shared publicly as part of a summary of funded projects.* |
| * + - 1. **Program Intent & Objectives.** Please outline how the completed activities met the goals of the 2020 Active Transportation Planning program, including a detailed description of how a community land use and/or transportation plan was amended.     In addition, please describe how the completed activities supported the following:   1. Connections to community amenities, affordable housing, senior’s housing, schools and other key community institutions: 2. Reduction of greenhouse gas emissions through active transportation options (in alignment with *Community Charter* (Part 14, Sec 473 sub 3) GHG emission targets): 3. Consideration of equity, accessibility and people of all ages and abilities in active transportation planning: |
| * + - 1. **Community Consultation & Public Engagement.** List all partners (e.g. school districts, First Nations or Indigenous organizations, community organizations, and other local governments) that directly participated in the completed activities and the specific role they played. |
| * + - 1. **Evaluation.** How was the project evaluated? How was this information used? |
| * + - 1. **Explanation of How Outcomes will be Sustained.** How will the outcomes of the completed planning activities be sustained by the local government? (e.g. implementation of active transportation policies, infrastructure projects, etc.) |
| * + - 1. **Additional Comments.** Please share any other information relevant to the completed planning activities. |

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| **SECTION 3: Required Attachments** | |
| **Required**  Financial summary;  Copy of completed plan or assessment. | **Optional**  Photos of the project;  Media clippings. |
| **CERTIFICATION OF COSTS**  To be signed by the local government Chief Financial Officer.  I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared. | |
| Name: | Title: |
| Signature: | Date: |

**Submit the final report form and all attachments by email to:**

**Local Government Program Services (UBCM) at** [**lgps@ubcm.ca**](mailto:lgps@ubcm.ca)